

SAN FRANCISCO BAY CONSERVATION AND DEVELOPMENT COMMISSION

50 California Street • 26th Floor • San Francisco, California 94111 • (415) 352-3600 • FAX: (415) 352-3606 • <http://ceres.ca.gov/bcdc/>

We're looking for a great Secretary.

One Permanent Full-Time Position in San Francisco

About Us. The San Francisco Bay Conservation and Development Commission (BCDC) is a small state agency located at our new location in downtown San Francisco. The new location is close to Embarcadero Bart Station, Muni, Golden Gate Transit and AC Transit. BCDC has regulatory and planning authority over development in San Francisco Bay and along the Bay's nine-county shoreline. Our 35-member staff takes pride in our high level of professionalism. Our staff includes planners, scientists, engineers, attorneys and dedicated secretaries.

About the Job. We're looking for a permanent full time secretary who will report to our Program Director of Dredging Management and Governmental Affairs and will also be responsible for providing secretarial support for the Oil Spill Program. The majority of the secretary's duties will involve typing and formatting on a MacIntosh computer all reports and correspondence for these programs, as well as all related copying, mailing and filing. The secretary will also be the primary backup to the Receptionist.

Based on the schedules and workload, the secretary may be assigned additional tasks such as providing assistance to other sections of the office, helping with our weekly mailings, and photo copying materials.

Whom We Want. We're looking for someone who understands good office practices, has sound judgment and enjoys working independently. Familiarity with Microsoft Office Suite (Word, Excel and Power Point) is desirable.

To apply, you need to be on a current state civil service list for Office Assistant (Typing), salary range is between \$1,835-\$2,230 a month, Office Technician (Typing), salary range is between \$2,258-\$2,745 a month, Word

Processing Technician, salary range is between \$2,346-\$2,852 a month, a classification with related qualifications or be a current state employee eligible for transfer or a former state employee with reinstatement rights in one of the above classifications.

If you don't have a valid typing certification, you will be given a standard state typing test.

Individuals currently on the SROA list or designated as surplus employees will be given primary consideration. If applicable, please indicate on your application if your department is anticipating layoffs or if your name is on an SROA list.

Applying for the Job. If you are interested in this position, please submit an application (Form 678) and your resume to the California Coastal Commission postmarked by **Friday, June 23, 2000.**

Applications are also available on the web at <http://exams.spb.ca.gov/capp.htm>.

To apply, please send your resume and application to:

Personnel Office
California Coastal Commission
45 Fremont Street, Suite 1900
San Francisco, CA 94105
Attention: Pat Beck

If you want additional information about the position, call Ms. Gomez at (415) 352-3600 or you may visit our web site at <http://ceres.ca.gov/bcdc>

We would like to fill this position by the beginning of July 2000, but we will continue to accept applications until the position is filled.

BCDC is an affirmative action employer offering equal employment and advancement opportunities to all persons without regard to race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with the objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.